

## **CITY OF MILL VALLEY**

### **BUILDING INSPECTOR**

#### **DEFINITION**

Under the supervision of the Building Official, conducts inspections of buildings and structures in all stages of construction, alteration, and repair; enforces building, electrical, plumbing, mechanical, zoning and fire codes and laws and ordinances regulating the construction of buildings; reviews building plans and specifications for conformance to state codes and local ordinances; issues permits and collects fees as needed to assist Building Counter staff; performs related tasks as required.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

1. Checks plans and specifications for completeness, accuracy, and compliance with codes and ordinances as needed to assist the Plans Examiner
2. Makes field inspections of building construction to ensure code compliance with building, electrical, plumbing, mechanical codes, and municipal codes and ordinances as applicable.
3. Investigates code enforcement violations as needed to assist the Code Enforcement Officer
4. Inspects buildings and prepares Residential Building Record Reports on all sales of residential property.
5. Provides information to the public regarding codes and ordinances; confers with owners, architects, and engineers regarding design, construction and filing of records, plans, maps, and similar documents.
6. Keeps records and prepares clear and concise reports.
7. Operates a variety of machines and equipment such as automobile, camera, measuring tape, computer, office equipment.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

##### **Knowledge of:**

- ◆ State and local building, electrical, plumbing, and mechanical codes and fire codes and local building, fire and zoning ordinances.
- ◆ Principles and techniques of building construction, building materials and accepted safety standards.
- ◆ Understanding of basic principles of structural design, basic mathematics, and basic plan review procedures.

## **BUILDING INSPECTOR**

### **Ability to:**

- ◆ Read, analyze and interpret complex building plans and specifications.
- ◆ Understand, interpret and apply codes, ordinances and regulations.
- ◆ Communicate clearly and concisely both orally and in writing.
- ◆ Maintain cooperative working relationships with engineers, architects, contractors, government officials, fellow employees, and the general public.

### **Education and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities to qualify. A typical way to provide the knowledge and abilities would be:

- ◆ Three years of working experience as a building inspector or related field involving inspection or code enforcement or 4 years journey level experience in building trades. (College training in the area of civil engineering, and/or building technology may be substituted for up to two years of the required experience on the basis of two years of education for one year of experience equivalent to the completion of the 12<sup>th</sup> grade.)
- ◆ Graduation from high school or equivalent to the completion of the 12<sup>th</sup> grade.
- ◆ Subsequent education in code related matters.

### **License or Certificate:**

- ◆ Possession of an appropriate valid California driver's license to be maintained as a condition of employment.
- ◆ Possession of ICC certification for Building Inspector.
- ◆ Possession of other ICC certifications highly desirable.

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